



# Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984  
(608) 266-8005 | [elections@wi.gov](mailto:elections@wi.gov) | [elections.wi.gov](http://elections.wi.gov)

---

**DATE:** September 8, 2023

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Elections Commission  
Wisconsin County Clerks  
Milwaukee County Elections Commission

**FROM:** Riley Willman  
Elections Supervisor

Allison Coakley  
Training Coordinator

**SUBJECT:** Election Administration Training webinar series schedule  
(September 2023 – May 2024)

To supplement our current training program and outreach efforts, we are developing a new election administration training webinar series, scheduled to begin in September and continue into the 2024 Spring Election cycle. Election administration webinars are focused on providing all types of election workers with information about their duties before, during and after an election. The webinar schedule is posted to the [WEC website calendar](#),

You can now access the live webinars from [The Learning Center \(TLC\)](#), under the EA Webinar Series tile for automatic recording of your participation there and to download a meeting reminder to your calendar. The webinars can also be joined without accessing TLC through the link posted with the webinar schedule. It is not possible to track your training if you join the webinar using this method. You must be able to view videos on your computer using your computer's speakers and use a media application such as Windows Media Player.

The webinar recording, related materials, and a list of frequently asked questions, will be posted shortly after the webcast in [The Learning Center \(TLC\)](#). The posted webcasts will include indexing links to allow clerks to go directly to a specific topic covered during a webinar. The programs and materials are free for you to access from TLC or a disc may be ordered for a small fee: <https://elections.wi.gov/wec-form/manuals-webinars-order-form> The live or recorded webcasts may be counted toward the hours clerks and election officials need for recertification purposes.

We hope you enjoy this series and feel that the webinars contribute to your education and that of your election officials. Please send any questions or comments you have to us: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.

Please note: We are moving to a new learning management system and links for the webinars starting in January 2024 will be provided later this fall.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph J. Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

---

Administrator  
Meagan Wolfe

## **2023-2024 Election Administration Training Webinar Series**

### **New Clerks Class**

**September 27, 2023 10:00 a.m. – 11:00 a.m.**

*County and Municipal Clerks*

**Registration Link:** [https://us06web.zoom.us/webinar/register/WN\\_XvWvx78OSUGcPkU8DrgXbA](https://us06web.zoom.us/webinar/register/WN_XvWvx78OSUGcPkU8DrgXbA)

2024 will be a busy election year! As a new, “newer” or an experienced clerk, this webinar will introduce you to our agency and staff and provide information on training requirements for local election officials and the wide variety of resources available to help you do a great job before, during and after an election.

### **New Absentee Certificate Envelope**

**October 11, 2023, 10:00 a.m. – 11:00 a.m.**

*Clerks, Chief Inspectors and Poll Workers*

**Registration Link:** [https://us06web.zoom.us/webinar/register/WN\\_t-lzkXr5Te-OZ1YNMO6Lnw](https://us06web.zoom.us/webinar/register/WN_t-lzkXr5Te-OZ1YNMO6Lnw)

This webinar will provide clerks and their election officials with an overall review of the new absentee certificate and mailer envelopes, the implementation timeline and the primary changes to the envelope. We will also go over what constitutes a complete address for a witness and discuss the uniform instructions that go out with the absentee ballots.

### **Appointing Election Officials for the 2024-2025 Term**

**October 25, 2023, 10:00 a.m. – 11:00 a.m.**

*Clerks, Chief Inspectors and Poll Workers*

**Registration Link:** [https://us06web.zoom.us/webinar/register/WN\\_Rro8wq1\\_RqmnvkTaDU2BdQ](https://us06web.zoom.us/webinar/register/WN_Rro8wq1_RqmnvkTaDU2BdQ)

This webinar will address the election official nomination procedure, including the submission of lists by the county’s primary political parties and the approval of election officials by the governing body. We will also review training requirements for election officials and available training resources.

### **What to Expect in a Polling Place Review**

**November 1, 2023, 10:00 a.m. – 11:00 a.m.**

*Clerks, Chief Inspectors and Poll Workers*

**Registration Link:** [https://us06web.zoom.us/webinar/register/WN\\_4cpyYbqfRkyYVYFi0wBIVg](https://us06web.zoom.us/webinar/register/WN_4cpyYbqfRkyYVYFi0wBIVg)

This webinar will look at what happens during a polling place site review by WEC staff on Election Day, how the data is analyzed, what clerks can expect in their reports, and how to put together a plan of action.

### **Back to Basics: The Photo ID Law**

**January 10, 2024, 10:00 a.m. – 11:00 a.m.**

*Clerks, Chief Inspectors and Poll Workers*

**Registration Link: will be provided later this fall.**

This webinar will review Wisconsin’s Photo ID law, detail standards for each of the acceptable forms of ID, the steps election officials need to take when they review these documents and photo ID exemptions and substitutions.

## **UOCAVA & You: Preparing, Sending, & Recording Military & Overseas Ballots**

**January 24, 2024, 10:00 a.m. – 11:00 a.m.**

*Clerks with absentee requests from military and overseas voters*

**Registration Link: will be provided later this fall.**

The statutory deadline to send Presidential Preference ballots to military and overseas voters is in less than 3 weeks! We will go through the processes to follow when working on getting those out the door and record-keeping related to that work.

## **Contingency Planning**

**January 31, 2024, 10:00 a.m. – 11:00 a.m.**

*Clerks, Chief Inspectors and Poll Workers*

**Registration Link: will be provided later this fall.**

What would you do if you had poll worker shortages on Election Day or needed to move your polling place? This webinar will discuss the importance of contingency planning and share some resources available to document these plans and train election officials.

## **2024 April and Presidential Preference Election**

**February 28, 2024, 10:00 a.m. – 11:00 a.m.**

*Clerks, Chief Inspectors and Poll Workers*

**Registration Link: will be provided later this fall.**

Every four years, Wisconsin has an April Spring Election and Presidential Preference Election. We will go over the differences and what clerks and election workers need to know for this important election, including counting write-in votes!

## **Spring Elections Wrap-Up**

**May 1, 2024, 10:00 a.m. – 11:00 a.m.**

*Clerks, Chief Inspectors and Poll Workers*

**Registration Link: will be provided later this fall.**

We will review everything we learned over the last four months and share some best practices identified by Commission staff, clerks and election workers. Please share your experiences – good or bad – and how you resolved them.